

**Superior Court of California,
County of Yolo**

Job Announcement

**Legal Process Clerk I
Rec. #16-10**

**Hourly Rate:
LPC I: \$13.25 – \$14.69**

CLOSING DATE: Noon on Friday, August 19, 2016

Note: This recruitment will establish a pool for future regular or limited term assignments as Legal Process Clerk

POSITION SUMMARY

Legal Process Clerks accept, process, produce, and file documents related to the establishment and maintenance of a court-related legal record; perform daily office functions; and perform other related duties as assigned.

Legal Process Clerk I is the entry and trainee level class for the Legal Process Clerk series. At this level employees are required to learn to perform a combination of various court-related clerical functions of minimal to average difficulty. Additional levels include Legal Process Clerk II, III, and IV which represent the journey level, advanced journey level, and expert level.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Provide customer service that bestows fair and equal access to the Court
- Perform basic court-related clerical duties
- Perform computer & keyboard functions
- Set-up and maintain files in accordance with established policy in creating a court-related legal record
- Prepare, type and/or generate a variety of simple court-related legal forms, documents, notices, letters, orders and abstracts, as well as other correspondence related to legal filing and legal processes
- Verify, enter, retrieve and update information and data, using a computer
- Record case information manually and/or electronically
- Open, date stamp, sort and distribute mail and other materials
- Work in accordance with California statutes and local ordinances
- Examine legal documents for completeness, signature and conformance with legal requirements. File legal documents and ensure they are placed in the appropriate record
- Accept, review, return, endorse, certify and/or file documents, and records-related information
- Maintain records and/or files
- Receive, receipt and post payments of fines, bails and filing fees

Legal Process Clerk I (Rec. #16-10)

- Answer phones and assist customers
- In accordance with established policy, inform legal professionals, paraprofessionals and the general public on the use of proper procedures and forms for filing

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Arithmetic
- Alphabetical and numerical filing system
- Correct use of the English language including spelling, punctuation, and grammar
- California court system and criminal justice system
- Legal terminology

Skills and Abilities:

- Operate standard office equipment
- Type accurately
- Understand and follow written and oral instructions
- Use independent judgment
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize word processing and calendar/electronic communication software
- Communicate effectively
- Prioritize, maintain and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Legal Process Clerk I

Education: High school graduate or equivalent

Experience: Minimum of one (1) year general clerical experience

Substitution: Two (2) years of full-time education beyond high school may be substituted for the required experience

Typing Speed: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime may occur occasionally.

The employee is expected to adhere to all court policies.

BENEFIT PACKAGE

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (7 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$520.68 Employee +1: \$1040.86 Employee + 2 or more: \$1352.77. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$42.80, Employee +1: \$77.00, Employee +2 or more: \$125.95.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost to employees. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation

accrual rate increases to 120 hours after 3 years. Accrual increases by 8 hours at the 6, 9, 12, 13, 14, & 15 year marks. Vacation balance is capped at 320 hours.

- Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

This recruitment will establish an eligibility list which will be used for an undesignated period of time to fill vacancies as the Court determines necessary. The Court reserves the right to re-recruit rather than select individuals from the eligibility list. To be considered for this position, applicants are required to submit the following to Yolo Superior Court Human Resources on or before the closing date of this recruitment

- **A completed Yolo Superior Court application with supplemental questions**
- **A typing certificate (must be completed within one (1) year prior to the closing date of this recruitment. See the Typing Certificate Guidelines on last page of this document)**

Court Human Resources will review the applications. Applicants who are successful in the screening phase will be placed on the examination eligibility list. **Initial examinations will likely be scheduled for the week of August 22, 2016.** Human Resources will notify successful applicants of their invitation to participate in the multiple choice exam

Applicants who are successful in the examination phase may be contacted for an oral interview as vacancies occur. Reference checks are required before an offer of employment is made. In the event the Court extends an employment offer, a background check, and drug screen will be required.

Official Yolo Superior Court application forms and typing certificate guidelines are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 1000 Main Street, Rm 3501, Woodland CA, 95695. Completed application materials and typing certification may be submitted in any of the following ways:

- Email to humanresources@yolo.courts.ca.gov
- Mail to Yolo Superior Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 1000 Main Street, Rm 3501, Woodland CA, 95695
- Fax to Court Human Resources at 530-406-6883.

Completed application materials must be **received** by the listed closing date of this recruitment.

For more information contact a Human Resources representative at 530-406-6881.

TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****